



Sending a Transcript to a College or Higher Ed

To send a transcript to a college or the Department of Higher Education, you will need to first view the student transcript (see the "Viewing Student Records/RequestingTranscripts" document for assistance).

Review the transcript for accuracy, then scroll to the bottom of the page, to the "transcript requests" area.


SAT 10	Spring 2009	ELA	09	GREENBRIER SCHOOL DISTRICT	775
SAT 10	Spring 2008	W	08	GREENBRIER SCHOOL DISTRICT	698
SAT 10	Spring 2009	W	09	GREENBRIER SCHOOL DISTRICT	717
SAT 10	Spring 2008	SC	08	GREENBRIER SCHOOL DISTRICT	

Completion Status	
Certificate Date:	No. in Class: 220
Graduation Date:	Rank: 57
Ranking Date:	Quartile: 0
Graduation Plan:	Ranking GPA: 3.4
	NGA (wt): 3.4
	4.0 GPA (wt): 0.0

Start	End	Type	Interventions	Author
No records found.				

From	To	Requester	Transcript Requests	Requested	Status
No records found.					
Send Transcript					

Date	Type	District	School
08-19-2009	Enter	GREENBRIER SCHOOL DISTRICT	GREENBRIER HIGH
08-19-2008	Enter	GREENBRIER SCHOOL DISTRICT	GREENBRIER JUNIOR HIGH
06-02-2008	Leave	GREENBRIER SCHOOL DISTRICT	GREENBRIER JUNIOR HIGH
08-20-2007	Enter	GREENBRIER SCHOOL DISTRICT	GREENBRIER JUNIOR HIGH
08-21-2006	Enter	GREENBRIER SCHOOL DISTRICT	GREENBRIER MIDDLE
05-29-2006	Leave	GREENBRIER SCHOOL DISTRICT	GREENBRIER MIDDLE
08-19-2005	Enter	GREENBRIER SCHOOL DISTRICT	GREENBRIER MIDDLE
05-30-2005	Leave	GREENBRIER SCHOOL DISTRICT	GREENBRIER MIDDLE
08-19-2004	Enter	GREENBRIER SCHOOL DISTRICT	GREENBRIER MIDDLE

Click the "Send Transcript" button  and the Send Transcript window will appear.

Guardian Communications

Send Transcript

Enter a few characters into the search box to search for the closests matching educational institution.

Select the education institution from the list.

Click 'Send Transcript' when the search box contains the destination institution.

Search for destination:

Send Transcript
- or -
Cancel



Begin typing the name of the College or Institution and Triand will populate a list of matching options.

A screenshot of a web application window titled "Send Transcript". The window has a purple header bar with the title. Below the header, there is instructional text: "Enter a few characters into the search box to search for the closests matching educational institution." and "Select the education institution from the list." followed by "Click 'Send Transcript' when the search box contains the destination institution." Below this text is a section titled "Search for destination:" with a search input field containing the text "university of ark". A dropdown list is open below the input field, showing five options: "University of Arkansas, Fayettevil", "University of Arkansas - Monticell", "University of Arkansas at Little R" (which is highlighted in yellow), and "University of Arkansas Community C".

Select the correct College or Institution by clicking on the name in the list.

Note: Be sure to use the formal name of the institution (i.e. "University of Central Arkansas" not "UCA").

Click "Send Transcript" to complete the transaction.

A screenshot of the same "Send Transcript" dialog box. The search input field now contains the text "University of Arkansas at Little R". Below the input field, there are two buttons: "Send Transcript" and "Cancel", separated by the text "- or -". The "Send Transcript" button is highlighted with a grey border.



Transcript Requests	
From [redacted] Send Transcript	To University of Arkansas at Little R

Transcript Requests		
Requester	Requested	Status
10-06-2009	Sent	

A record of any transcripts sent will appear in the Triand Requests area and will display the following information:

1. The Triand user name (email address) of the person who sent the transcript.
2. The College or Institution where the transcript was sent.
3. The date the transcript was sent.
4. The status of the sent transcript.
 - In Queue – means the transcript will be sent after the Triand nightly update.
 - Sent – means the transcript has been sent.
 - Completed – means the College or Institution has received the transcript.

To view a list of all transcripts requested or sent by your school, go to the reports area in Triand and view the "Transcript Report". You will be able to view this information at district level, school level and student level. For more information on reports, see "Viewing Assessment Data" document.